

UNIVERSITY OF ALASKA FAIRBANKS DISSERTATION/THESIS/PROJECT FORMATTING HANDBOOK

A guide for UAF graduate students on how to prepare their
Doctoral Dissertation, Master's Thesis, or Master's Project

Summer 2024



Our Troth Yeddha' Campus is located on the ancestral lands of the Dena people of the lower Tanana River. As the late Chief Peter John of Minto reminds us, Athabaskan people have gathered in this place of thinking and working for a long time. We are honored to continue in that tradition.

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Dear UAF Student,

- In the “manuscript style” the document consists of multiple papers together as a collection. It starts with a general introduction, a series of chapters that is each a paper, and a final chapter that is a general conclusion. For a document in manuscript style:
 - The abstract of the document summarizes the whole series of papers.
 - Each chapter of the manuscript style document includes its own reference section as a section of the chapter.
 - The abstracts of each of the papers appear as the first section of their corresponding chapters.
 - The appendices of each of the papers appear as the final sections of their corresponding chapters.
 - Thus, for example a manuscript style dissertation/thesis based on three papers has five chapters; Chapter 1: General Introduction, Chapter 2: First Paper, Chapter 3: Second Paper, Chapter 4: Third Paper, Chapter 5: General Conclusions. The document can also include Appendices as required.
 - In the event that the document is based on a single paper, you have two choices: either the document has three chapters (Chapter 1: General Introduction, Chapter 2: Paper, Chapter 3: General Conclusions) OR a single chapter as the paper.
 - The formal citations of each of the papers should be listed in Chapter 1: General Introduction.
 - Tables and figures be embedded, or they may appear at the end of each chapter. If embedded, they should appear within 1.5 pages of when they are first mentioned.
- For theses submitted in partial fulfillment of the Master of Fine Arts that are based on poems, plays, screen plays, and/or short stories the document can follow an “MFA style.” In the “MFA style” the document starts with an introductory chapter that provides a general introduction or artist’s statement. This introductory chapter is followed by the artistic work in a consistent style that meets professional standards (e.g., screen play) or a style approved by the program (e.g., collection of poems). In cooperation with the student’s committee and the Graduate School, these should apply our standardized formatting to the creative work as much as possible.
- The content material in a Project can be a series of chapters with figures and tables, or can be a presentation of art work, design, music, software, or other creative work. If the project is

organized with formal chapters, figures, and tables, then the front material should include a Table of Contents, List of Figures, and List of Tables.

- A project can be formatted like a conventional book thesis where work is presented in chapters, or it can be formatted to present art work, design, music, software, or other creative work.
- In both cases the title page differs from the thesis, in that the college/school dean and graduate school director do not appear, as they are not required to approve a project. Only

Title Page:

- *Please see the example on the next page for formatting clarity.*
- The following must be included on your title page:
 - Title of the work in all caps, centered on the page
 - “by” on the next line, centered
 - Your name, centered
 - then one line of blank space here
 - Previous degrees, including the institution and year granted, centered
 - “A [thesis/dissertation/project] Submitted in Partial Fulfillment of the Requirements for the Degree of”, centered
 - then one line of blank space here
 - Name of current degree program, centered,
 - “in”, centered
 - Name of the degree, centered
 - then one line of blank space here
 - “University of Alaska Fairbanks,” centered
 - Month and year degree is to be granted – will be either May, August, or December
 - then one line of blank space here
 - “APPROVED:”, centered and in all caps
 - List of committee members – left justified, with the left edge falling in the center of the page; these should be listed as “First Name Last Name, Committee Member” and each on their own line
 - Name of department chair – left justified, with the left edge falling in the center of the page; list as “First Name Last Name, Chair”
 - Name of department – indented underneath the name of the department chair
 - Name of Dean – left justified, with the left edge falling in the center of the page; list as “First Name Last Name, Dean”
 - Name of college – indented underneath the Dean’s line
 - Name of Graduate School Director – “Richard Collins, Director”
 - “Graduate School,” indented underneath the Director’s name

THIS IS A SAMPLE TITLE PAGE

by

Anthony Stark

M.S. University of Awesomeness, 2020

A Thesis Submitted in Partial Fulfillment of the Requirements for the Degree of

Doctor of Philosophy

in

Mechanical Engineering

University of Alaska Fairbanks

August 2024

APPROVED:

Bruce Banner, Committee Chair

Thor Odinson, Committee Member

Natasha Romanoff, Committee Member

Jane Van Dyne, Committee Member

Clinton F. Barton, Chair

Department of Mechanical Engineering

Nick Fury, Dean

College of Engineering and Mines

Richard Collins, Director

Graf

Authorship:

- You are the sole author of your thesis, project or dissertation.
- Increasingly, scholars are conducting their work in teams and papers are being published with groups of co-authors. If you include co-authored work in your document, you should explicitly explain your contribution to the work with the citation in the General Introduction. You can also present co-authored work by editing the paper to focus on your contribution and presenting it as a chapter in a “monograph style” document. In this case, again explain the context of the work in the Introduction.

Blank Page:

- Page ‘ii’ is a blank page, but the page number does not appear on the page. This blank page is required to facilitate printing hardcopies of the document. It is required by ProQuest, the organization which serves as an archive for the University of Alaska, as well as the Library of Congress and Universities across the nation and around the world. All UAF theses and dissertations are archived with ProQuest. ProQuest sells bound hardcopies of dissertations and theses on request.

Copyright:

- Your work must include a Copyright page as page iii.
- Your dissertation/thesis/project is your original work that you have captured in a “sufficiently permanent” medium. You are the author and the owner of your dissertation/thesis/project even in the absence of an explicit statement of copyright. However, to make your ownership of the document explicit, a formal copyright page is included as the third page of the document. You as the author are responsible for the use and presentation of copyrighted material in your document.
- Written permission must be obtained for inclusion of copyrighted material and should be cited in the Introductory chapter. Copyright applies to most published materials including most information, illustrations, and images available on the Internet, regardless of whether there is an explicit statement of copyright. Materials on the websites of some U.S. government agencies are not copyrighted. However, the source of each of these materials should be included in the references.

- Dotted leader lines are used between headings and page numbers.
- If captions are long, you should use a short version of the entire caption, either the complete first sentence or enough words in the first sentence to provide a unique entry.
- The text of your caption entries should not extend into the Page column.
- If the List of Figures spans several pages, the title block only appears on the first page. The List of Figures pages are numbered in Roman numerals following the preceding section.

List of Tables:

- The List of Tables follows the List of Figures and uses the same format. Other comments relevant to the List of Figures and its captions or titles apply.

Important Formatting Details:

- **Margins:** All margins should be one inch (1”) on all sides. These margins apply to all text, figures, tables, and appendices in the document.
- **Page Numbering:**
 - Lower-case Roman numerals are used to number the front material of the document from the Copyright page (iii) onwards. The Title Page is number (i) and the blank page is (ii), though these numbers do not appear on the page.
 - Arabic numerals are then used beginning with the first page.
 - Page numbers are centered one-half inch (1/2”) from the bottom of the page, with the text ending one-inch (1”) from the bottom.
 - Page numbers should be in the same font and size as the rest of your document.
 - The page numbers on pages that have a landscape format (e.g., figures and tables) have the same orientation and position as the pages with portrait format (i.e. on the short side).
- **Line Spacing & Font Size:** The text should be **1.5-spaced throughout**. Font type is any simple, non-script font between 10 pt and 12 pt. The font size can be reduced in Figure and Table captions.
- **Spelling, Punctuation & General Neatness:** Use language, grammar, and punctuation in a professional manner as this is the final (and arguably the most significant) indicator of your scholarship. Use punctuation that is “neat in form and consistent”;
 - Use the same font throughout your document.
 - Use consistent fonts, styles and capitalization in all headings and subheadings.
 - Use consistent formats for the references throughout the “monograph style” document or within the chapters of the “manuscript style” document.
 - Avoid separating section and subsection headings from their text at the bottom of pages. Use page breaks to keep headings and text together.
- **Footnotes & Endnotes:** Avoid footnotes and endnotes.
- **Tables and figures:** If tables and figures are embedded within the text, they should appear within 1.5 pages of when they are first mentioned.

- Works Cited entries should not be split across page breaks.
- Please do not include hyperlinks that are formatted differently than the other text (i.e. blue/underlined).
- In a “monograph style” document the references appear in a single chapter that is unnumbered after the last chapter and before the appendices.
- In a “manuscript style” document the

If more time is requested for the embargo, students may follow up with the Graduate School after two years.

- All theses/dissertations/projects are listed in ScholarWorks@UA. In ScholarWorks@UA, the work is only available to those associated with UA. ScholarWorks@UA embargoes may be requested for up to two years only.
- Accordingly, we archive Dissertations and Theses with ProQuest and ScholarWorks@UA, while we archive Projects at ScholarWorks@UA alone. ProQuest is a company, based in Michigan, that archives dissertations and theses for access by libraries around the world. The ProQuest Digital Database is designated as an official off-site repository of the United States

Checklist for students:

Please check the following to help make sure you are meeting all formatting requirements:

- Title page has the correct information, properly centered and formatted
- Blank page has been included after title page
- Copyright page is included as page “iii”
- All front material is present and properly formatted according to the guidelines
- Font, font size, and spacing are consistent throughout
- Page numbers are all ½ inch from the bottom, centered, in the same font and size as your body text, including on pages with landscape-oriented tables or figures
- Table of Contents, List of Figures, and List of Tables entries all correctly correspond to page numbers and figure/table numbers
- Text within figures is large enough to be readable – if text is too small, these can be flipped to landscape orientation to increase readability (page numbers remain in the same location).
- All Works Cited entries have corresponding citations within the body text
- Headers are not separated via page breaks
- Works Cited entries do not split across page breaks
- There is no substantial unnecessary white space
- Embedded figures and tables appear within 1.5 pages of when they are first mentioned
- Margins are all 1”